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14 September 1961

OFFICE OF PERSONNEL MEMORANDUM NO. 22-1

SUBJECT: Payment of Claims Incident to Invitational Travel of
Candidates for Staff Employment

1. Purpose

This memorandum outlines new procedures for paying travel claims to applicants invited to Washington, D. C., for employment interviews and examinations. The intent of these changes is to permit cash payment of invitational travel claims on a constructive round-trip cost basis while the invitee is at headquarters. Under former procedures, an applicant invited to Washington at Government expense experienced up to eight weeks delay before receiving reimbursement for expenses. The delay frequently imposed a hardship on travelers, many of whom had to borrow funds to make the trip. In many other instances, the delay adversely affected the affirmative interest of likely candidates for employment. The application of these new arrangements will preclude repetition of the circumstances cited above.

2. Procedures

a. Invitation to Applicants

The officer in the Office of Personnel who contacts the applicant to arrange a visit to Washington will do so only after receipt of a properly approved travel order prepared by the Personnel or Administrative Officer of the interested operating component.

b. Instructions to Invitees

(1) The communication to the applicant which authorizes commencement of his travel to Washington, D. C., at Government expense must include the following instructions:

"This is not an offer of employment, but your transportation expenses from your present address to Washington, D. C., and return will be borne by the Government. You are authorized round-trip, first-class rail or air travel, but jet surcharges are allowable only if you fly economy

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or tourist class. If you so choose, travel is authorized by bus or privately-owned automobile, the total cost not to exceed the cost of travel by common carrier. In lieu of reimbursement for actual expenditures for hotels, meals, and other personal expenses, you will receive an allowance of \$16.00 per day while you are away from your home. Please retain all ticket stubs and receipts to support your reimbursement voucher. You will be reimbursed while in Washington and you should contact _____, on _____ after you arrive to arrange for preparation of a travel voucher on the basis of which you will be paid."

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(2) Upon reporting to the officer in the Office of Personnel designated in the communication, the applicant will be directed to the Central Processing Branch (CPB) for preparation of the travel voucher and receipt of cash payment of his travel claim.

c. Payment of Claims

(1) A special imprest fund to be used for reimbursement of invitee travelers has been established in CPB for payment of these claims. The custodian of this fund will supervise the preparation and review of travel vouchers of invitee travelers and is authorized to make immediate cash payments in the amounts shown on such vouchers. After payment by CPB, vouchers will be forwarded through present channels for further processing, approval, and certification.

(2) If collection of an overpayment is required, responsibility for notifying the traveler and for collection shall rest with CPB. If adjustment of an underpayment is required, payment shall be sent to the traveler through CPB.

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Director of Personnel

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